

RMS

Chief, Management Staff

4 October 1957

Chief, Records Management Staff

Weekly Report - Week Ending 2 October 1957

I. Contributions

a. Tangible

- (1) Completed 6 new and revised forms.
- (2) The Records Center received 523 cubic feet of inactive records. More than 60% of these were from the DD/P area, indicating considerable activity in the Records Disposition Field.

b. Intangible

- (1) Evaluated 3 Employee Suggestions.

II. Assignments - Active

a. Audit of Records Control Schedules.

- (1) Office of Personnel - 75% completed. Drafts of revised schedules have been prepared for all staffs and divisions except military. Additional filing installations appear to be appropriate and arrangements will be made to do them.
- (2) General Counsel - 80% completed. When physical transfer of the Office of Legislative Counsel to the East Building is completed, a survey of their records will be made.
- (3) Office of Operations, Contact Division - Project is 20% completed.
- (4) DD/P - Review of "Sanitized" version of their schedule. 90% completed.

b. Installation of Filing Systems.

- (1) ORR - Subject Numeric Filing System installed in three organizational units in Economic Research Division; thirty-one more to be made. Project is 6% completed.

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- c. Review of schedules for Deposit of Vital Personnel Records.
 - d. Seven new and revised forms in progress.
 - e. Forms Management Study, Printing Services Division.
3. Assignments - Inactive
- a. Shelf file installation, Industrial Register.
 - b. Shelf file installation, Space Layout and Equipment Study, CI/OA.
 - c. Shelf file installation, Office of Security.
 - d. Biographic Register, Shelf file.
 - e. Finance Division, Shelf file.
4. News
- a. Agreement has been reached with DD/P offices to reduce the number of copies of the ^{dispatch} ~~dispatch~~ form from 8 to 6 and to increase the length from 10 $\frac{1}{2}$ " to 14". The change in size will bring about better file utilization and reduce the number of dispatches requiring 2 pages.
 - b. During September, members of this Staff spent 254 hours in OTR and "on-the-job" training; 7% of working hours available.

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Mgt/S/RMS/ [redacted] (4 Oct 57)

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